



**FEDERAL TRADE COMMISSION**

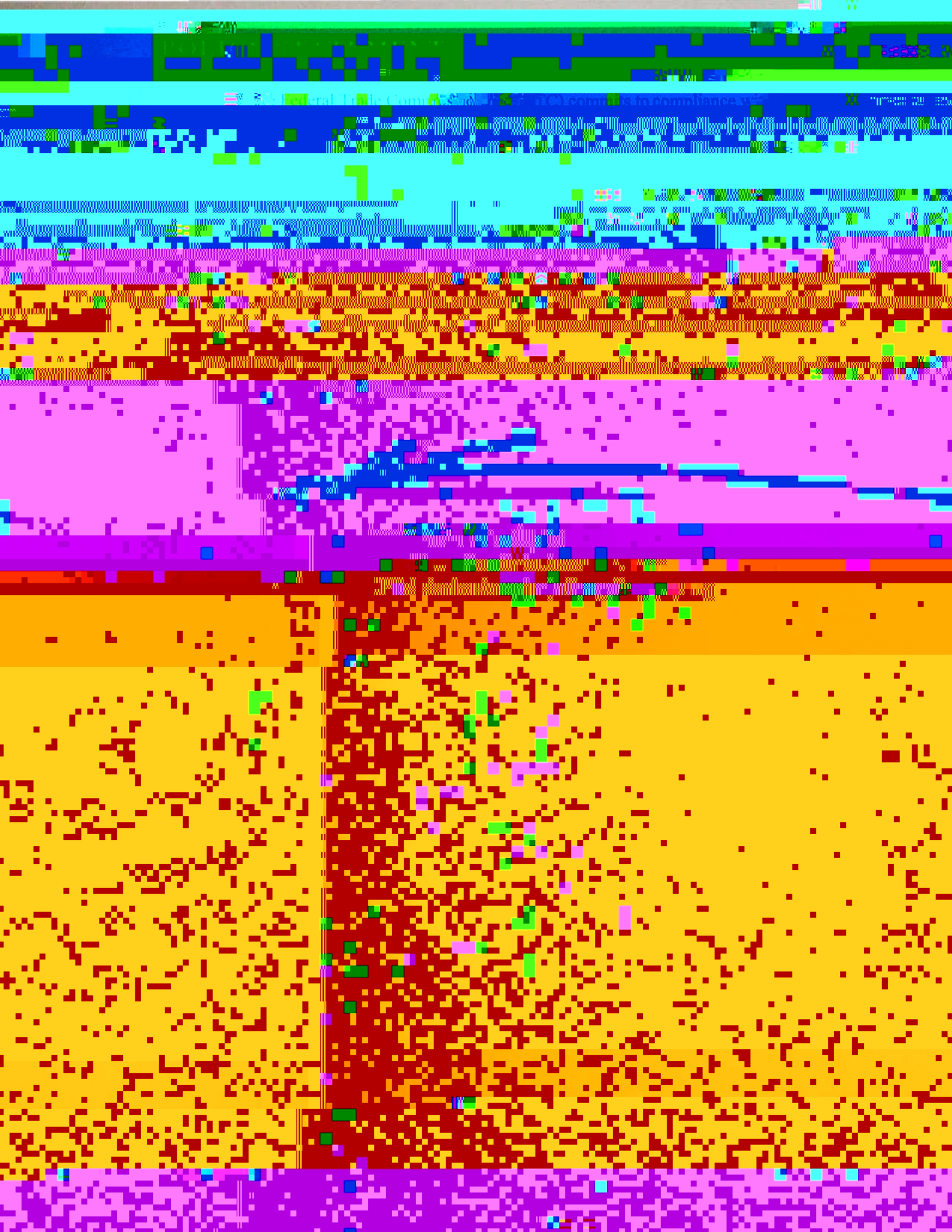
# **2014 Strategic Sustainability Performance Plan**

**June 30, 2014**

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The FTC was successful in leveraging technology (e.g., video/teleconference equipment) to reduce travel. The agency had a 9.18% decrease from FY 2012 to FY 2013 in the pounds of carbon dioxide generated by business air travel. The FTC also has had success in encouraging a significant number of its Washington DC employees to participate in the transit benefit subsidy program. Seventy-five percent of all FTC employees participate in this program. Prior to the relocation to new leased space at Constitution Center, the FTC installed a special bicycle room with expanded capacity, as well as locker rooms, to support bicycle commuters in that building.

In an effort to further reduce travel and commuting, the agency offers telework. Most employees have the option to telework on either a regular or episodic basis – 77% of all FTC employees having a signed telework agreement. This year, the agency also formed a workplace flexibilities committee to investigate methods to further enhance and increase telework, as well as other workplace flexibilities that could help reduce the agency's space utilization rate. At its newly leased Constitution Center building, the FTC increased the number of parking spaces available to carpoolers. Because the

between buildings). All vehicles are alternative fuel vehicles (E85). Ridership analysis indicates that we have optimized the size of the fleet.

The FTC will continue to analyze ridership and monitor fuel usage to ensure fleet-size optimization. When the FTC replaces vehicles, the FTC will lease alternative fuel vehicles from GSA.

#### GOAL 4: WATER USE EFFICIENCY & MANAGEMENT

The FTC continues to measure and monitor water usage in the Headquarters Building. A water meter enables the FTC to analyze building water usage. To reduce water usage, in FY 2013 the agency installed low-flow water valves in the locker rooms. Continuing the use of a leak-detection program reduces the FTC's potable water waste.

and R2 electronic recyclers.

In FY 2014, the FTC will continue to investigate cloud computing and storage options. This fiscal year, the FTC also will upgrade its remote access technology application to improve telework capability, thus reducing commuting.

GOAL 8: R



Goal 9: Climate Change Resilience

Agency Climate Change Resilience

Table 9: Goal 9 Strategies-Climate Change Resilience

Goal 10: Energy Performance Contracts

Agency Progress in Meeting President's Performance Contracting Challenge (PPCC) Goal

Figure 10-1

Table 10: Goal 10 Strategies – Energy Performance Contracting

Appendices



## Evaluation of Previous Year's Strategies

Below are the specific strategies your agency selected in your 2013 Sustainability Plan.  
Please use the table to evaluate the progress of these strategies.

Goal	(A) Strategy	(B) Did you implement this strategy? Yes/No	(C) Was the strategy successful for you? Yes/No	(D) Will you use this strategy again next year? (Please explain in 1-2 sentences)
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				and support facilities for bikers.
	Increase number of employees eligible for telework and/or the total number of days teleworked	Yes	Yes	The FTC is upgrading its remote access technology, which will make available to employees working remotely through telework a greater number of desktop applications. The FTC also formed a workplace flexibilities committee to increase telework opportunities.
	Develop and implement bicycle commuter program	No	No	The FTC determined that the financial and administrative costs to administer a bicycle commuter program would exceed its benefits.
	Provide bicycle commuting infrastructure	Yes	Yes	In the Headquarters Building, there is a locked room for bicycle storage as well as locker rooms. In the new LEED-certified leased Constitution Center building, the FTC expanded the capacity for bicycle commuters with a large, locked storage area for bicycles, as well as support facilities, i.e., locker rooms.
Goal 2: Sustainable Buildings	Incorporate green building specifications into all new construction and major renovation projects	Yes	Yes	The FTC consolidated employees from two leased buildings into one leased LEED-certified building.
	Redesign or lease interior space to reduce energy use by daylighting, space optimization, sensors/control system installation, etc.	Yes	Yes	The FTC currently utilizes a variety of controls to optimize energy usage; for example, the FTC continues to use an energy management system and sensors in offices and restrooms. Further, with the decommissioning of a Headquarters data center, the FTC removed two 20-ton chillers.  Constitution Center has numerous sustainable features, including a sophisticated HVAC system that reduces energy consumption with innovative chilled beams and large, floor-to-ceiling glass curtain-walls that permit maximum natural light throughout the day.



	effective			GSA.
	Purchase and install water efficient technologies (e.g., Waterwise, low-flow water fixtures and aeration devices)	Yes	Yes	The Headquarters Building has low-flow valves in the locker room showers.
	Develop and deploy operational controls for leak detection including a distribution system audit, leak detection, and repair programs	Yes	Yes	The FTC continues to utilize a leak detection program.

Minimize outdoor water use

Goal 4:  
Water Use  
Efficiency &  
Management

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chemical elimination,  
substitution, and/or  
management opportunities

operations. Material Safety  
Data Sheets (MSDS) are  
maintained for these  
chemicals.

Headquarters Building. The  
FTC also removed two  
chillers that were dedicated  
to the now decommissioned

	increasing renewable energy			out-year maintenance costs and a low payback indicated this ECM would not be economical or effective.
	Work with other agencies to create volume discount incentives for increased renewable energy purchases	Yes	Yes	The FTC works with GSA to accommodate a minimum level of renewable energy sources in the physical plant.
Goal 9: Climate Change Resilience	Ensure climate change adaptation is integrated into both agency-wide and regional planning efforts, in coordination with other Federal agencies as well as state and local partners, Tribal governments, and private stakeholders	Yes	Yes	The FTC completed its climate change adaptation plan in March 2014. This plan outlines agency-wide and regional planning efforts.
	Update agency emergency response procedures and protocols to account for projected climate change, including extreme weather events	Yes	Yes	Emergency response procedures account for climate change and extreme weather events.
	Ensure workforce protocols and policies reflect projected human health and safety impacts of climate change	Yes	Yes	The climate change adaptation policy reflects climate change impacts. The FTC also formed a workforce flexibilities committee that will enhance the agency's workforce portability in responding to extreme weather events.
	Update agency external programs and policies (including grants, loans, technical assistance, etc.) to incentivize planning for, and addressing the impacts of, climate change	N/A		This is not part of the FTC's mission.
	Ensure agency principals demonstrate commitment to adaptation efforts through internal communications and policies	Yes	Yes	The FTC began posting a <i>Sustainability Tip of the Week</i> in the agency's daily newsletter to better educate staff regarding climate change and actions to enhance sustainability effort

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	measures to address those vulnerabilities where possible			
	Ensure that agency climate adaptation and resilience policies and programs reflect best available current climate change science, updated as necessary	Yes	Yes	The FTC will keep abreast of the best available current climate change science.
	Design and construct new or modify/manage existing agency facilities and/or infrastructure to account for the potential impacts of projected climate change	N/A		Although GSA is responsible for the design/construction of agency facilities and/or infrastructure, the FTC will investigate relocating staff and equipment from the basement of the Headquarters Building to prevent damage during flooding.
	Incorporate climate preparedness and resilience into planning and implementation guidelines for agency-implemented projects	Yes	Yes	The climate change adaptation plan specifies actions to take. The plan will be used if there is the possibility of climate change or a severe weather event that impacts an agency project.

## Table 1: Agency Size & Scope

INSTRUCTIONS: Enter the appropriate FY 2012 data for your agency.

<b>Agency Size and Scope</b>	<b>FY 2012</b>	<b>FY 2013</b>
Total Number of Employees as Reported in the President's Budget	1,200	1,165
Total Acres of Land Managed	0	0
Total Number of Buildings Owned	0	0
Total Number of Buildings Leased (GSA and Non-GSA Lease)	12	12
Total Building Gross Square Feet (GSF)	305,782	305,782

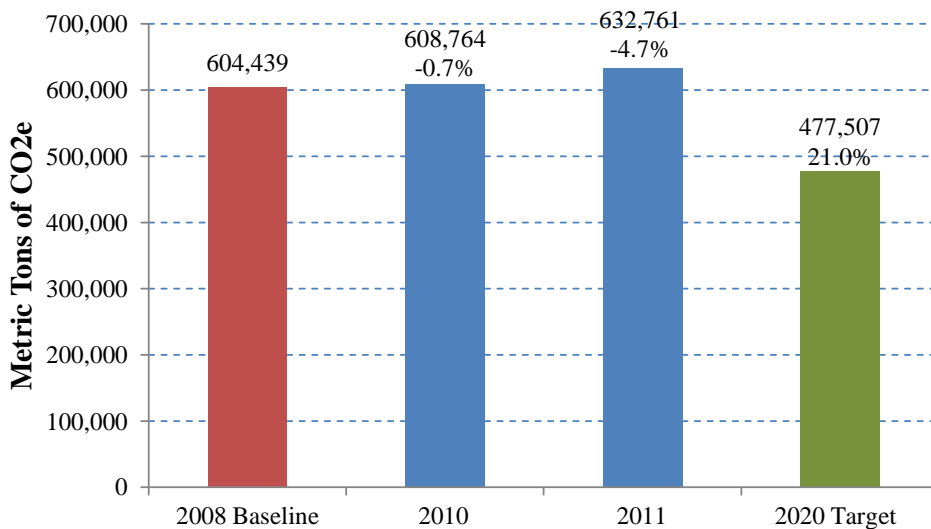
## GOAL 1: GREENHOUSE GAS (GHG) REDUCTION

### Agency Progress toward Scope 1 & 2 GHG Goal

E.O. 13514 requires each agency establish a Scope 1 & 2 GHG emission reduction target to be achieved by FY 2020. The red bar represents the agency's FY 2008 baseline. The green bar represents the FY 2020 target reduction. The blue bars represent annual agency progress towards achieving this target. The percentage at the top of each bar represents the reduction or increase from the FY 2008 baseline. A negative percentage value indicates that the emissions have increased compared to the 2008 baseline.

**Figure 1-1**

INSTRUCTIONS: Agencies should not amend or edit this figure. If changes are necessary, contact CEQ.



## **Table 1-1: Goal 1 Strategies – Scope 1 & 2 GHG Reductions**

INSTRUCTIONS: In Table 1-1 below, list ONLY the top five priority strategies that the agency will implement in FY 2014 to pursue Goal 1 Scope 1 & 2 GHG reductions. For each agency-level strategy listed below, select the appropriate response from the drop-down menu. If the selection is not applicable (“NA”) or “No”, an explanation must be provided in the Strategy Narrative column (C) as to why the agency will not implement this strategy. If the selection is “Yes”, provide in column (C) a description on how the strategy will be implemented and in column (D) provide specific targets/metrics and milestones to measure agency progress/success. **DO NOT DELETE ANY STRATEGIES LISTED IN COLUMN (A).** Agencies may make minor changes to a column (A) strategy if needed to enable the agency to select that strategy as a FY 2014 priority. If necessary,

Ensure that all major renovations and new building designs are 30% more efficient than applicable code.

No

(1) The Headquarters Building is an historic building with limitations

Employ operations and management best practices for energy consuming and emission generating equipment.

Yes

Continue to utilize an energy management system and analyze data to determine energy savings. Educate employees on best practices to reduce energy. Purchase efficient equipment that utilizes the least amount of energy.

(1) Complete 2014 GHG



## **Table 1-2: Goal 1 Strategies – Scope 3 GHG Reductions**

**INSTRUCTIONS:** In Table 1-2 below, list **ONLY** the top five priority strategies that the agency will pursue in FY 2014 to achieve Goal 1 Scope 3 GHG reductions. For each agency-level strategy listed below, select the appropriate response from the drop-down menu. If the selection is not applicable (“NA”) or “No”, an explanation must be provided in the Strategy Narrative column (C) as to why the agency will not implement this strategy. If the selection is “Yes”, provide in column (C) a description on how the strategy will be implemented and in column (D) provide specific targets/metrics and milestones to measure agency progress/success. **DO NOT DELETE ANY STRATEGIES LISTED IN COLUMN (A).** Agencies may make minor changes to a column (A) strategy if needed to enable the



Reduce employee business ground travel.

Yes

The FTC will continue to leverage technology throughout the agency with the installation of state-of-the-art audio and video equipment at our headquarters and regional facilities to reduce travel. The FTC will begin using Jabber, a videoconferencing application, to further expand the use of technology over physical meetings. Consolidation of the agency's buildings also should reduce ground travel. Compare fleet usage/fuel

Use employee commuting survey to identify opportunities and strategies for reducing commuter emissions.	No	The FTC has used an employee commuting survey to identify employees and to continue to encourage the use of mass transit, bicycles, carpooling, and telework.	Issue and analyze new commuter survey in FY 2015.
Increase number of employees eligible for telework and/or the total number of days teleworked.	Yes	(1) Upgrade remote access technology. (2) Implement recommendations from workforce flexibilities committee.	Compare telework data between FY 2013 and FY 2014.
Develop and implement bicycle commuter program.	No	The FTC determined that the financial and administrative costs to administer a bicycle commuter program would exceed its benefits.	
Provide bicycle commuting infrastructure.	Yes	At Constitution Center in Spring 2014, the FTC constructed an expanded bicycle room, as well as locker rooms, to accommodate bicycle commuters.	Record number of bicycle commuters.

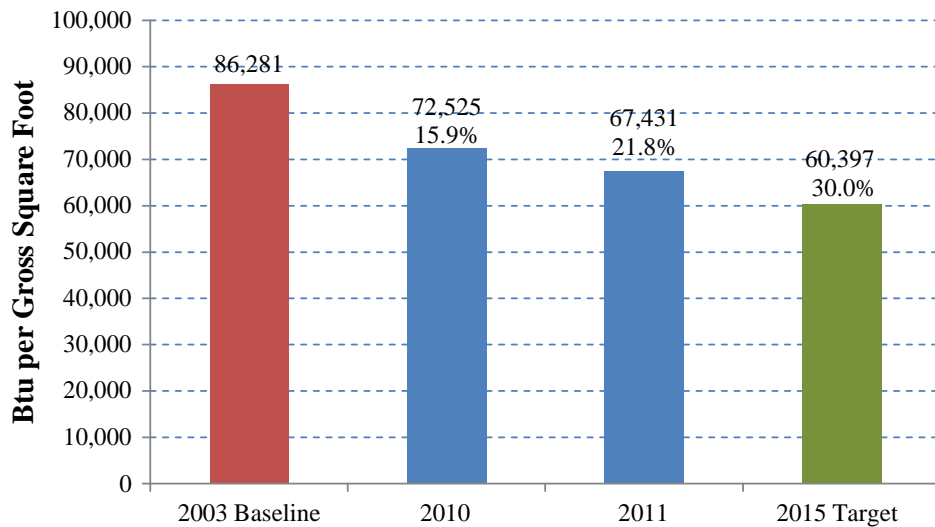
## GOAL 2: SUSTAINABLE BUILDINGS

### Agency Progress toward Facility Energy Intensity Reduction Goal

E.O. 13514 Section 2 requires that agencies consider building energy intensity reductions. Further, the Energy Independence and Security Act of 2007 (EISA) requires each agency to reduce energy intensity 30 percent by FY 2015 as compared to the FY 2003 baseline. Agencies are expected to reduce energy intensity by 3 percent annually to meet the goal. The red bar represents the agency's FY 2003 baseline. The green bar represents the FY 2015 target reduction. The blue bars show annual agency progress on achieving this target. The percentage at the top of each bar represents the reduction or increase from the FY 2003 baseline. A negative percentage value indicates that the energy intensity has been increased compared to the FY 2003 baseline.

**Figure 2-1**

INSTRUCTIONS: Agencies should not amend or edit this figure. If changes are necessary, contact CEQ.

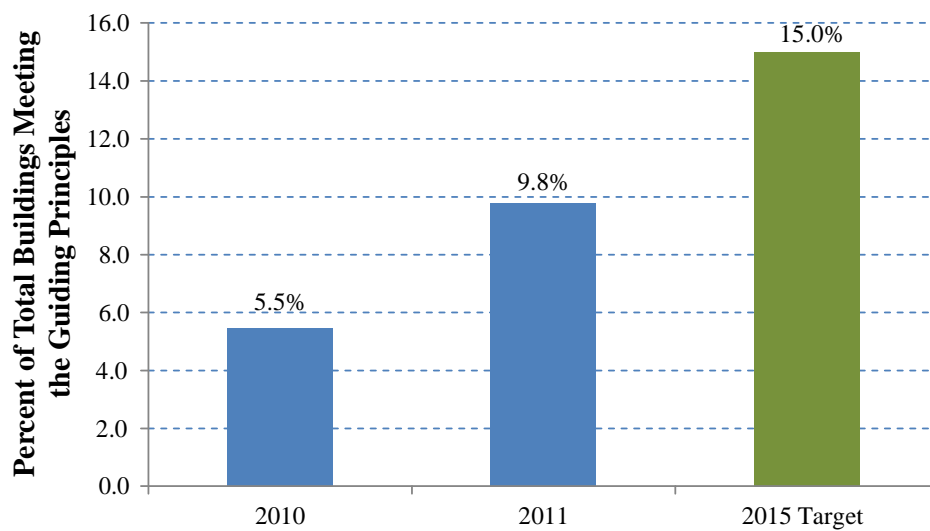


## Agency Progress toward Total Buildings Meeting the Guiding Principles

E.O. 13514 requires that by FY 2015, 15 percent of agencies' new, existing, and leased buildings greater than 5,000 square feet meet the Guiding Principles. In order to meet the FY 2015 goal, agencies should have increased the percentage of conforming buildings by approximately 2 percent annually from their FY 2007 baseline. The green bar represents the FY 2015 target. The blue bars represent annual agency progress on achieving this target.

**Figure 2-2**

INSTRUCTIONS: Agencies should not amend or edit this figure. If changes are necessary, contact CEQ.



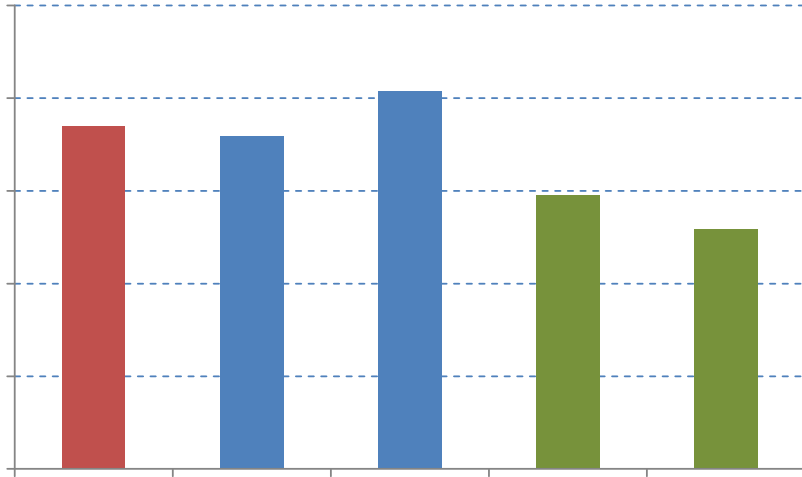


<p>Incorporate green building specifications into all new construction and major renovation projects.</p>	<p>Yes</p>	<p>In April and May of 2014, the FTC relocated half of its staff to Constitution Center, a LEED-certified leased building. The FTC will work with GSA to incorporate green building specifications into all new construction and major renovation projects.</p>	<p>(1) Complete 2014 GHG report. (2) Compare 2013 versus 2014 data.</p>
<p>Redesign or lease interior space to reduce energy use by daylighting, space optimization, sensors/control system installation, etc.</p>	<p>Yes</p>	<p>In April and May of 2014, the FTC relocated half of its staff into a LEED-certified leased building. With the decommissioning of a data center in the Headquarters Building, the FTC removed two 20-ton chillers.</p> <p>The FTC will continue to use lighting sensors in offices and restrooms.</p>	<p>(1) Complete 2014 GHG report. (2) Compare 2013 versus 2014 data.</p>

Deploy CEQ's Implementing  
Instructions –Sustainable  
Locations for Federal  
Facilities.



Gallons Gasoline Equivalent (thous.)



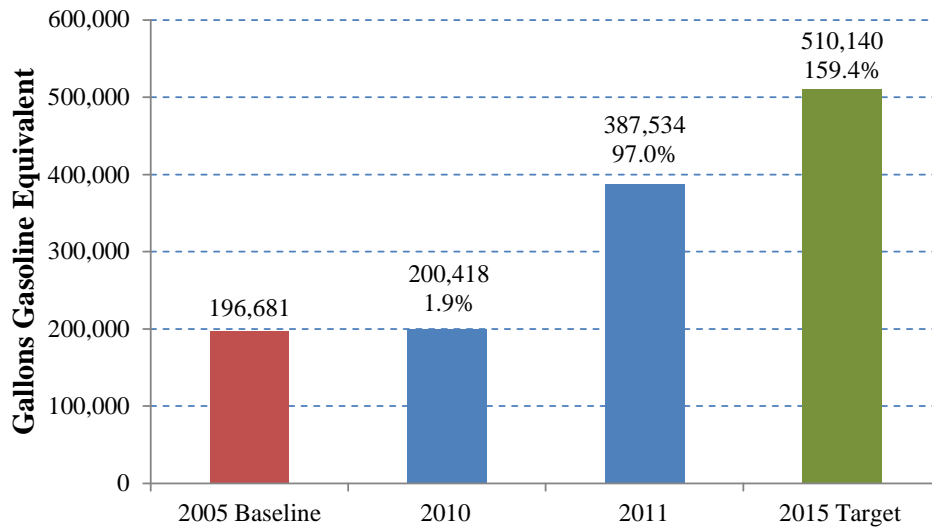


## Agency Progress toward Fleet Alternative Fuel Consumption Goal

E.O. 13423 requires that agencies increase total alternative fuel consumption by 10 percent annually from the prior year starting in FY 2005. By FY 2015, agencies must increase alternative fuel use by 159.4 percent, relative to FY 2005. The red bar represents the agency's FY 2005 baseline. The green bar represents the FY 2015 target. The blue bars represent annual agency progress on achieving this target. The percentage at the top of each bar represents the reduction or increase from the FY 2005 baseline. A negative percentage indicates a decrease in fleet alternative fuel use.

**Figure 3-2**

INSTRUCTIONS: Agencies should not amend or edit this figure. If changes are necessary, contact CEQ.

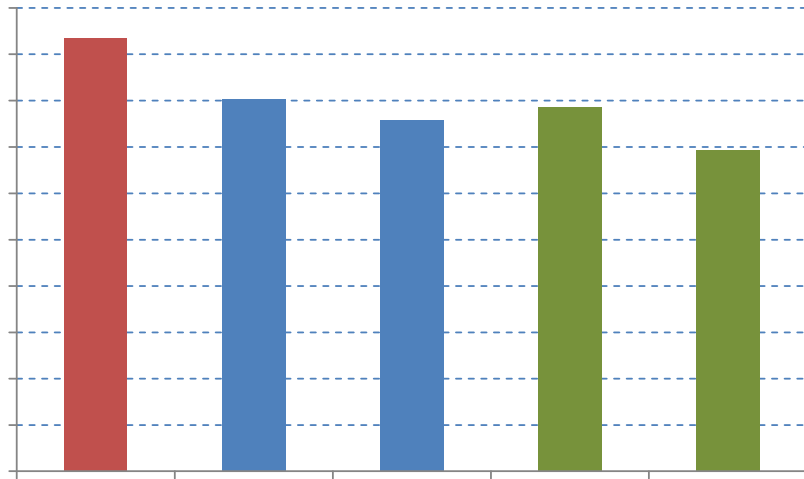


### **Table 3: Goal 3 Strategies – Fleet Management**

INSTRUCTIONS: In Table 3 below, list ONLY the top five priority strategies that the agency will pursue in FY 2014 to achieve Goal 3. For each agency-level strategy listed below, select the appropriate response from the drop-down menu. If the selection is not applicable (“NA”) or “No”, an explanation must be provided in the Strategy Narrative column (C) as to why the agency will not implement this strategy. If the selection is “Yes”, provide in column (C) a description on how the strategy will be implemented and in column (D) provide specific targets/metrics and milestones to

Acquire only highly fuel-efficient, low greenhouse gas-emitting vehicles and alternative fuel vehicles (AFVs).	Yes	FTC vehicles are alternative fuel vehicles. Vehicles are leased instead of purchased.	Continue to utilize GSA's leasing program, which provides AFVs.
Increase utilization of alternative fuel in dual-fuel vehicles.	No	The agency plans to increase utilization of E85 in AFVs.	Continue to track and monitor fuel usage, recording purchase of alternative fuel.
Use a Fleet Management Information System to track fuel consumption throughout the year for agency-owned, GSA-leased, and commercially-leased vehicles.	Yes	The FTC tracks all fuel purchases for fleet vehicles.	Continue to track and monitor fuel usage.

Increase GSA leased vehicles and decrease agency-owned fleet vehicles, when cost effective.



## **Table 4: Goal 4 Strategies – Water Use Efficiency & Management**

INSTRUCTIONS: In Table 4 below, list ONLY the top five priority strategies that the agency will pursue in FY 2014 to achieve Goal 4. For each agency-level strategy listed below, select the

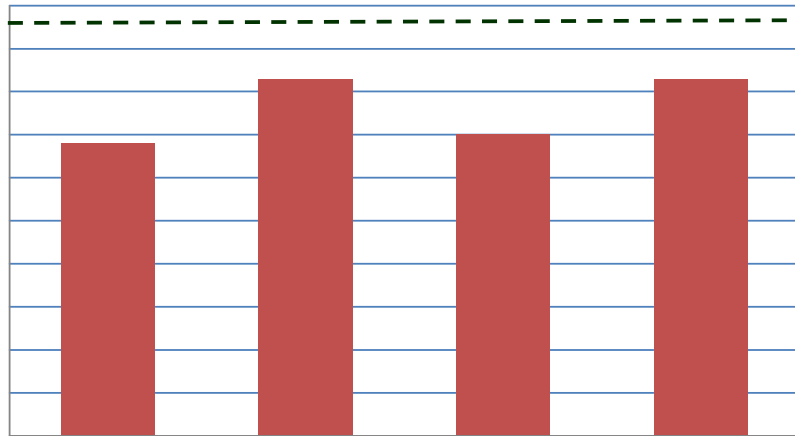
Minimize outdoor water use

## GOAL 5: POLLUTION PREVENTION & WASTE REDUCTION

Reduce waste generation through elimination, source reduction, and recycling.	Yes	The FTC recycles all available materials. New document disposal contract shreds and recycles paper instead of burning the paper.	Analyze data from the new contract to determine pounds of paper diverted from the waste stream.
Implement integrated pest management and improved landscape management practices to reduce and eliminate the use of toxic and hazardous chemicals/materials.	N/A	GSA maintains the pest management and landscape management for FTC buildings.	
Establish a tracking and reporting system for construction and demolition debris elimination.	Yes	The FTC will record any construction and debris elimination.	With the consolidation of its leased buildings, the FTC recorded: (1) all items repurposed (use at another building or stored at warehouse for later use); (2) all items excessed to other agencies; (3) all items disposed (items at end of useful life); and (4) the amount of material taken away by wood and metal scrappers upon vacating the 1800 M Street and 601 New Jersey Avenue Buildings.
Develop/revise Agency Chemicals Inventory Plans and identify and deploy chemical elimination, substitution, and/or management opportunities.	Yes	The FTC maintains all MSDS safety sheets for chemicals used at the Headquarters Building.  The Headquarters Building custodial contractor utilizes only environmentally friendly cleaning products.	Eliminate from facilities any unnecessary chemicals; revise Chemical Inventory Plan as necessary
Take inventory of current HFC use and purchases	Yes	The FTC will conduct an inventory of current HFC use and purchases during the 2014 GHG report.	Develop baseline with 2014 GHG report.



Require high-level waiver or contract approval for any agency use of HFCs	No	The FTC will institute a requirement to for a high-level waiver or contract approval to use HFCs.	Require waiver.
Ensure HFC management training and recycling equipment are available	No	The FTC will ensure the availability of training and recycling equipment.	Verify availability of training and equipment where applicable.



**Table 6: Goal 6 Strategies – Sustainable Acquisition**

<p>Deploy corrective actions to address identified barriers to increasing sustainable procurements with special emphasis on biobased purchasing.</p>	<p>N/A</p>	<p>There are no identified barriers to sustainable procurements.</p>	
<p>Include biobased and other FAR sustainability clauses in all applicable construction and other relevant service contracts.</p>	<p>Yes</p>	<p>The FTC does not procure construction services; however, biobased and other FAR sustainability clauses are</p>	

## GOAL 7: ELECTRONIC STEWARDSHIP & DATA CENTERS

### Agency Progress toward EPEAT, Power Management & End of Life Goals




E.O. 13514 requires agencies to promote electronics stewardship by: ensuring procurement preference for EPEAT-registered products; implementing policies to enable power management, duplex printing, and other energy-efficient features; employing environmentally sound practices with respect to the disposition of electronic products; procuring Energy Star and FEMP designated electronics; and, implementing best management practices for data center operations.

**Figure 7-1**




INSTRUCTIONS: Agencies should not amend or edit this figure. If changes are necessary, contact CEQ.

EPEAT	POWER MANAGEMENT	END-OF-LIFE	COMMENTS
			-XX% Power Management Compliant

**EPEAT:**

	95% or more Monitors and PCs/Laptops purchased in FY2013 was EPEAT Compliant Agency-wide
	85-94% or more Monitors and PCs/Laptops purchased in FY2013 was EPEAT Compliant Agency-wide
	84% or less Monitors and PCs/Laptops purchased in FY2013 was EPEAT Compliant Agency-wide

**Power Management:**

	100% Power Management Enabled Computers, Laptops and Monitors Agency-wide
	90-99% Power Management Enabled Computers, Laptops and Monitors Agency-wide
	89% or less Power Management Enabled Computers, Laptops and Monitors Agency-wide

End-of-Life:

100% of Electronics at end-of-life dispos



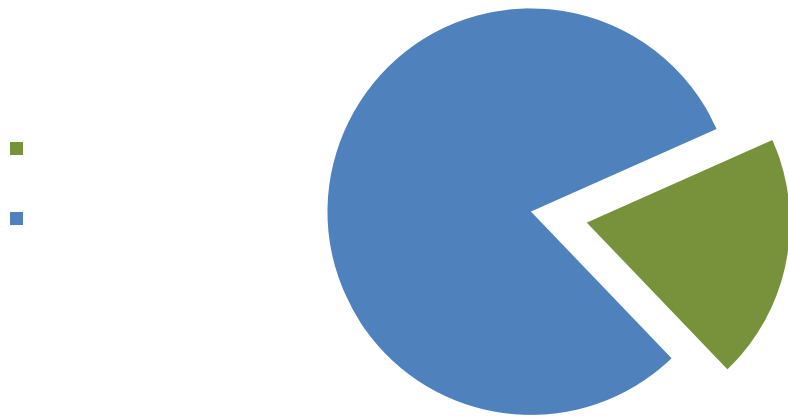
## **Table 7: Goal 7 Strategies – Electronic Stewardship & Data Centers**

INSTRUCTIONS: In Table 7 below, list ONLY the top five priority strategies that the agency will pursue in FY 2014 to achieve Goal 7. For each agency-level strategy listed below, select the

<p>Optimize agency Core Data Centers across total cost of ownership metrics.</p>	<p>Yes</p>	<p>The FTC has only two data centers. The Core data center is located in the Headquarters Building; the Non-Core data center is located in Constitution Center.</p>	<p>(1) Complete 2014 GHG report. (2) Compare 2013 versus 2014 data. The FTC expects to realize a decrease in energy consumption with the relocation of the Non-Core data center.</p>
<p>Ensure that power management, duplex printing, and other energy efficiency or environmentally preferable options and features are enabled on all eligible electronics and monitor compliance.</p>	<p>Yes</p>	<p>The FTC's OCIO is assessing the use of cloud services, to reduce cost and energy consumption.</p>	



## GOAL 8: RENEWABLE ENERGY



## **Table 8: Goal 8 Strategies – Renewable Energy**

INSTRUCTIONS: In Table 8 below, list ONLY the top five priority strategies that the agency will pursue in FY 2014 to achieve Goal 8. For each agency-level strategy listed below, select the

Utilize performance  
contracting methodologies for

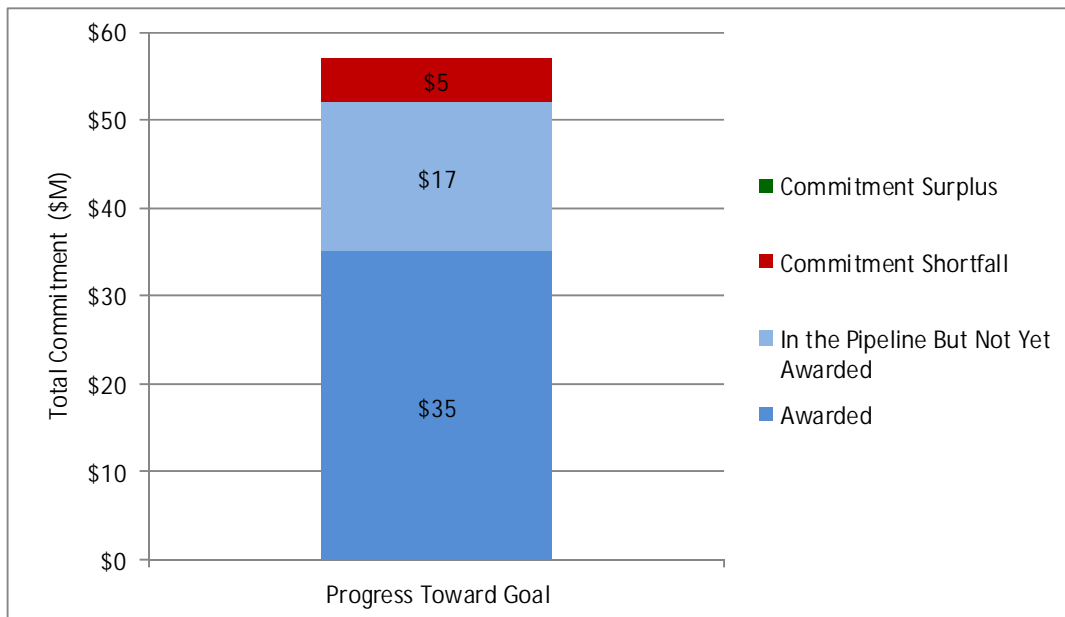


Update agency emergency response procedures and protocols to account for projected climate change, including extreme weather events.	Yes	Emergency response procedures account for climate change and extreme weather events.	(1) Update climate change adaptation plan as needed. (2) Update COOP Plan as needed.
Ensure workforce protocols and policies reflect projected human health and safety impacts of climate change.	Yes	The FTC prepared a climate change adaptation plan. Implement strategies from workforce flexibilities committee. Upgrade remote access technology.	(1) Evaluate workplace flexibilities committee recommendations. (2) Evaluate upgrades in remote access technology. (3) Analyze telework data.
Update agency external programs and policies (including grants, loans, technical assistance, etc.) to incentivize planning for, and addressing the impacts of, climate change.	N/A	This is not part of the FTC's mission.	
Ensure agency principals demonstrate commitment to adaptation efforts through internal communications and policies.	Yes	Publish information in daily email newsletter.	The FTC posts a <i>Sustainability Tip of the Week</i>

<p>Design and construct new or modify/manage existing agency facilities and/or infrastructure to account for the potential impacts of projected climate change.</p>	<p>Yes</p>	<p>The FTC is planning to relocate information technology equipment from the basement to another floor in preparation for a severe weather event (flooding).</p>	<p>Relocate personnel and equipment from the basement to a higher floor.</p>
<p>Incorporate climate preparedness and resilience into planning and implementation guidelines for agency-implemented projects.</p>	<p>No</p>	<p>The FTC's mission does not require climate change and resilience planning and implementation guidelines for projects. The climate change adaptation plan does outline actions during severe weather events to continue the implementation of agency projects. weather events, which</p>	

# GOAL 10: Energy Performance Contracts

## Agency Progress Toward Goal







**Table 10: Goal 10 Strategies – Energy Performance Contracts**

INSTRUCTIONS: In Table 10 below, list ONLY the top five priority strategies that the agency

Devote 2% of new commitments to small buildings (<20k sq. ft.)	N/A		
Identify and commit to include 3-5 onsite renewable energy projects in energy performance contracts	N/A		
Ensure relevant legal and procurement staff are trained by FEMP ESPC/ UESC course curriculum	N/A		
Provide measurement and verification data for all awarded projects	N/A		
Enter all reported energy savings data for operational projects into MAX COLLECT (max.gov)	N/A		

## APPENDICES

**INSTRUCTIONS:** This section is optional. Agencies may, as appropriate, number and attach updated: Climate Adaptation Plan; Fleet Management Plan; Budget Requirements and/or Biobased Purchasing Strategy.